

## Job Description

<b>Post Title:</b>	Food Technician
<b>Grade:</b>	4
<b>Reports To:</b>	Head of Department
<b>Responsible For:</b>	N/A

<b>Overall purpose of job:</b>	
Support the delivery of Food lessons by undertaking a range of practical, administrative and classroom based tasks. Ensure that a safe and well-equipped environment is provided in order to support teaching and learning.	
<b>Main duties and responsibilities:</b>	
1.	Set up and prepare classrooms, ensuring they are fully equipped and ready for lessons, and clean away afterwards, including laundering items such as aprons and tea towels
2.	Prepare ingredients and other resources for lessons
3.	Maintain the food preparation equipment, ensuring it is in good order and is safe to use
4.	Keep an updated inventory of ingredients and equipment, notifying the teacher/Head of Department when stocks are running low and ensure appropriate stock rotation
5.	Liaise with finance staff to order equipment, ingredients and materials as necessary, ensuring deliveries are stored appropriately
6.	Assist pupils with practical activities during lessons, for example, through the demonstration of food preparation or cookery techniques
7.	Carry out administrative tasks such as photocopying, printing and filing as required
8.	Maintain the Food classrooms in terms of hygiene to ensure that appropriate hygiene standards are met, including checking that surfaces and equipment are clean and the temperatures of fridges and freezers are within the permitted ranges
9.	Report any damages or defects of equipment or resources to the Head of Department
10.	Accompany other staff and pupils on school visits, trips and in other activities outside of the classroom
11.	Keep up to date with the Health and Safety requirements for the Food classrooms
12.	Act as a first aider, including keeping up to date with any pupils with food allergies to ensure teachers are aware of possible issues with practical tasks

<b>General:</b>	
1.	Uphold professional standards for the role, and follow all school and Trust policies and procedures.
2.	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3.	Participate in performance management and take part in appropriate training and development activities.
4.	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5.	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

All points are essential unless otherwise specified

<b>Qualifications</b>	
1.	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications
2.	Level 2 Food Hygiene qualification, or willingness to obtain
3.	First aid qualification, or willingness to obtain
<b>Experience</b>	
1.	Experience of working in a food handling environment
2.	<i>Experience of working in a school environment or with children or young people (desirable)</i>
<b>Skills/Knowledge/Abilities</b>	
1.	Knowledge of food technology
2.	Knowledge of Health and Safety legislation including COSHH, first aid and risk assessments
3.	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
4.	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children and young people
<b>Personal Attributes</b>	
1.	Personal interest in food and cooking and a passion for helping young people learn
2.	Ability to work successfully alone and as part of a team
3.	Ability to work well under pressure and manage competing deadlines
<b>Safeguarding</b>	
1.	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2.	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3.	Satisfactory Enhanced DBS check